

REQUEST FORM FOR COLLECTION LABELS

Collection Name: _____

Call Number: _____

Label Types:

- A. **Standard** (regular flat, correspondence and oversize) (2" x 3")
- B. **Half-size Correspondence** (1-1/4" x 2")
- C. **Half-size Flat** (1" x 2")
- D. **Custom** (Describe on a separate sheet)

Indicate the labeling information:

<u>Box # range</u>	<u>Label Type</u>	<u>Series</u>	<u>Sub-series</u>
_____ - _____	_____	_____	_____
_____ - _____	_____	_____	_____
_____ - _____	_____	_____	_____
_____ - _____	_____	_____	_____
_____ - _____	_____	_____	_____
_____ - _____	_____	_____	_____
_____ - _____	_____	_____	_____
_____ - _____	_____	_____	_____
_____ - _____	_____	_____	_____
_____ - _____	_____	_____	_____
_____ - _____	_____	_____	_____
_____ - _____	_____	_____	_____

Library of Congress - Music Division

Collection Name
Collection Name (cont.)
Series/Subseries
Variable Information
Call Number
Box Number

Approval: Music Specialist _____ / _____ Date Section Head _____ / _____ Date

Box # range

Label Type

Series

Sub-series

_____ - _____

_____ - _____

_____ - _____

_____ - _____

_____ - _____

_____ - _____

_____ - _____

_____ - _____

_____ - _____

_____ - _____

_____ - _____

_____ - _____

Instructions:

- A. Forward the completed form to the staff member assigned to create the labels.
- B. A draft will be returned to you. Review, correct if necessary, initial, and date the draft and arrange with the section head for the labels to be printed and adhered to the boxes.